

# SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

17 November  
~~16~~ October 1967

To: All Training Officers of the Agency

## ADVANCED MANAGEMENT PLANNING

### DATES

~~17-19 January 1968~~  
~~26 November - 1 December 1967~~ (Sunday  
afternoon - Friday afternoon)

### LOCATION

25X1A

### OBJECTIVES

To increase individual effectiveness on the job by providing better understanding of planning as a managerial skill and familiarization with the Agency's overall planning system.

### FOR

Unit chiefs who have a need for better understanding of planning methods and processes.

Staff officers who provide planning support to line officers.

Grade level: GS-13 or above.

(Not for persons assigned full-time PPB duties, although they are not excluded from attending.)

### DESCRIPTION

A one-week, full-time, residence course covering the objectives and elements of planning, the varied styles of planning and the criteria for selection of a planning style, techniques used in planning, and the Agency's overall system for planning,

(Over, please)

SECRET

This document is part of an integrated file. If removed from the file it must be subjected to individual systematic review.

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

5X724  
to  
D. D. Dreyer

SECRET

programming, and budgeting. This course will not rely on formal lectures but will feature active learning through precourse work, team problem-solving, and case study.

25X1A

*X* *2* PRECOURSE WORK

Approximately 10 hours of preparatory work required before beginning of course.

*3* REGISTRATION

Limited to 32.

*29 December*  
Closes on ~~10 November~~ 1967. Because of precourse work requirements, no substitutions after that date.

*4* TRAVEL ORDERS  
AND COST

Participants' offices responsible for travel orders and travel costs.

25X1A

ADDITIONAL  
INFORMATION

SECRET